

FY2019 STO Annual Report Workbook Instructions

Please read the below instructions before proceeding to complete and submit the FY2019 Annual Report Workbook. You can email questions to DOROERA@azdor.gov, [kjacobson@azdor.gov](mailto:kjacobs@azdor.gov), or stran@azdor.gov.

1. Update contact info and provide audit/CPA information on **Page 1-Questionnaire**.
2. Answer each of the 25 Yes/No Questionnaire items on **Page 1-Questionnaire**.
Responses to Questionnaire items will guide you throughout completing the following pages of the workbook.
3. Complete **Pages 2 through 7** as specified based on Questionnaire responses.
4. Complete **Page 8-Employees**.
5. Complete **Page 9-Website & Documents**.
6. Click *File > Save As* and **save this workbook** named "[STO NAME] FY19 STO annual report", replacing [STO NAME] with the name of your STO.
7. Attach a copy of the workbook to an email and send to DOROERA@azdor.gov by **September 30, 2019**.

Contact Information

*Indicates a required response

Lutheran Education Foundation, Inc.	School Tuition Organization (STO) Name
Mr.	STO Executive Prefix ('Ms.', 'Mr.', 'Mrs.', etc.)
Chairperson	STO Executive Title ('Executive Director', 'President', etc.)
Allen Nahrwold	STO Executive Name
Ms.	STO Contact Person Prefix ('Ms.', 'Mr.', 'Mrs.', etc.)
Marci Loomis	STO Contact Person Name
(602) 864-9197	STO Phone Number
www.lefsto.com	STO Website Homepage

Mailing Address

Has the mailing address for Lutheran Education Foundation, Inc. changed? (Yes / No) No

We will retain the Mailing Address currently on file for Lutheran Education Foundation, Inc.

	Mailing Address Line 1
	Mailing Address Line 2
	City
	State
	Zip

Physical Address

Has the physical address for Lutheran Education Foundation, Inc. changed? (Yes / No) No

We will retain the Physical Address currently on file for Lutheran Education Foundation, Inc.

	Physical Address Line 1
	Physical Address Line 2
	City
	State
	Zip

Email Addresses (please only provide if any have changed):

	STO E-mail 1
	STO E-mail 2
mloomis@nahrwoldcpa.com	STO E-mail 3
	STO E-mail 4

We will replace the current STO E-mail 3 with mloomis@nahrwoldcpa.com

You can email DOROERA@azdor.gov to check what email addresses are on file for your STO.

Audit Information

Ullmann & Company, PC	CPA Name
\$3,143	Total Cost of Audit or Review/AUP paid in FY18/19

Questionnaire: FY2018/2019 STO Activities for Lutheran Education Foundation, Inc.

Instructions:
Answers to the questionnaire below will affect the other sheets in this workbook, helping you identify what information needs to be provided. Please read carefully and provide a 'Yes' or 'No' response to the questions below, then proceed to the following page(s) only be required to report information for 'Yes' answers. Wherever a 'Yes' response is provided, the specific annual report part that must be completed will appear under the 'Instructions' pane to the right of the question response.

Individual Programs

*Indicates a required field.

Q#	Question	Yes/No	Instructions	Shortcuts
Q1	Does the STO accept student recommendations? (Individual programs only)	<input type="radio"/> No		
Q2	Original Did the STO receive any Original donations in FY19?	<input type="radio"/> Yes	Complete Original Donations section on Page 2-Summary of ALL Programs.	Link
Q3	Did the STO award any Original scholarships in FY19?	<input type="radio"/> Yes	Complete Original Scholarships section on Page 2-Summary of ALL Programs	Link
Q4	Did the STO allocate any future Original scholarships in FY19?	<input type="radio"/> No	*Also complete Scholarships Awarded by School section on Page 3-Original Scholarships.	Link
Q5	Did the STO receive any prior year Original scholarship refunds in FY19?	<input type="radio"/> No		
Q6	Did the STO transfer any Original contribution monies to another STO in FY19?	<input type="radio"/> No		
Q7	Did the STO receive any Original contribution monies from another STO in FY19?	<input type="radio"/> No		
Q8	Switcher Did the STO receive any Switcher donations in FY19?	<input type="radio"/> Yes	Complete Switcher Donations section on Page 2-Summary of ALL Programs.	Link
Q9	Did the STO award any Switcher scholarships in FY19?	<input type="radio"/> Yes	Complete Switcher Scholarships section on Page 2-Summary of ALL Programs	Link
Q10	Did the STO allocate any future Switcher scholarships in FY19?	<input type="radio"/> No	*Also complete Scholarships Awarded by School section on Page 4-Switcher Scholarships.	Link
Q11	Did the STO receive any prior year Switcher scholarship refunds in FY19?	<input type="radio"/> No		
Q12	Did the STO transfer any Switcher contribution monies to another STO in FY19?	<input type="radio"/> No		
Q13	Did the STO receive any Switcher contribution monies from another STO in FY19?	<input type="radio"/> No		

Corporate Programs

*Indicates a required field.

Q#	Question	Yes/No	Instructions	Shortcuts
Q14	Low-Income Did the STO receive any Low-Income donations in FY19?	<input type="radio"/> No		
Q15	Did the STO award any Low-Income scholarships in FY19?	<input type="radio"/> No		
Q16	Did the STO allocate any future Low-Income scholarships in FY19?	<input type="radio"/> No		
Q17	Did the STO receive any prior year Low-Income scholarship refunds in FY19?	<input type="radio"/> No		
Q18	Did the STO transfer any Low-Income contribution monies to another STO in FY19?	<input type="radio"/> No		
Q19	Did the STO receive any Low-Income contribution monies from another STO in FY19?	<input type="radio"/> No		
Q20	Disabled/Displaced Did the STO receive any D/D donations in FY19?	<input type="radio"/> No		
Q21	Did the STO award any D/D scholarships in FY19?	<input type="radio"/> No		
Q22	Did the STO allocate any future D/D scholarships in FY19?	<input type="radio"/> No		
Q23	Did the STO receive any prior year D/D scholarship refunds in FY19?	<input type="radio"/> No		
Q24	Did the STO transfer any D/D contribution monies to another STO in FY19?	<input type="radio"/> No		
Q25	Did the STO receive any D/D contribution monies from another STO in FY19?	<input type="radio"/> No		

QUESTIONNAIRE COMPLETE.
PLEASE REVIEW THE INSTRUCTIONS PROVIDED AND PROCEED TO COMPLETE THE NEXT TABS IN THIS WORKBOOK.

Individual Programs

Original		
Donations		
Number of Donors (July 1 - December 31)		69
Number of Donors (January 1 - June 30)		29
Total		98
Amount of cash contributions received (July 1 - December 31)		\$49,928.00
Amount of cash contributions received (January 1 - June 30)		\$21,239.00
Total		\$71,167.00
Scholarships		
Net number of students receiving scholarships in fiscal year (July 1 - June 30)		28
Net \$ amount of scholarships paid in fiscal year (July 1 - June 30)		\$86,636.00
\$ Amount of scholarships paid to students with family income . . .		
... up to 185% of poverty level	\$51,457.00	59.39%
... from 185% of poverty level to 342.25% of poverty level	\$35,179.00	40.61%
		100.00%

Switcher		
Donations		
Number of Donors (July 1 - December 31)		34
Number of Donors (January 1 - June 30)		18
Total		52
Amount of cash contributions received (July 1 - December 31)		\$26,447.00
Amount of cash contributions received (January 1 - June 30)		\$11,236.00
Total		\$37,683.00
Scholarships		
Net number of students receiving scholarships in fiscal year (July 1 - June 30)		19
Net \$ amount of scholarships paid in fiscal year (July 1 - June 30)		\$67,203.00
\$ Amount of scholarships paid to students with family income . . .		
... up to 185% of poverty level	\$39,871.00	59.33%
... from 185% of poverty level to 342.25% of poverty level	\$27,332.00	40.67%
		100.00%

Corporate Programs

Low-Income		
Donations		
Number of Donors (July 1 - December 31)		
Number of Donors (January 1 - June 30)		
Total		N/A
Amount of cash contributions received (July 1 - December 31)		
Amount of cash contributions received (January 1 - June 30)		
Total		N/A
Scholarships		
Net number of students receiving scholarships in fiscal year (July 1 - June 30)		
Net \$ amount of scholarships paid in fiscal year (July 1 - June 30)		
\$ Amount of scholarships paid to students with family income . . .		
... up to 185% of poverty level		N/A
... from 185% of poverty level to 342.25% of poverty level		N/A
		N/A

Based on responses provided on Page 1- Questionnaire, no information needs to be provided in this section.

Based on responses provided on Page 1- Questionnaire, no information needs to be provided in this section.

Disabled/Displaced		
Donations		
Number of Donors (July 1 - December 31)		
Number of Donors (January 1 - June 30)		
Total		N/A
Amount of cash contributions received (July 1 - December 31)		
Amount of cash contributions received (January 1 - June 30)		
Total		N/A
Scholarships		
Net number of students receiving scholarships in fiscal year (July 1 - June 30)		
Net \$ amount of scholarships paid in fiscal year (July 1 - June 30)		
\$ Amount of scholarships paid to students with family income . . .		
... up to 185% of poverty level		N/A
... from 185% of poverty level to 342.25% of poverty level		N/A
		N/A

Based on responses provided on Page 1- Questionnaire, no information needs to be provided in this section.

Based on responses provided on Page 1- Questionnaire, no information needs to be provided in this section.

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Page 2 Totals:	28	\$86,636.00
This Page Totals:	28	\$86,636.00

Original Scholarships by School

			July 1 - June 30	
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships
Christ Lutheran School	3901 East Indian School Road	Phoenix	1	\$2,500.00
Dream City Christian School (pka Joy Christian School)	21000 North 75th Avenue	Glendale	1	\$4,000.00
Trinity Lutheran School	830 Plaza Circle	Litchfield Park	3	\$12,000.00
Valley Lutheran High School	5199 North 7th Avenue	Phoenix	5	\$13,500.00
Yuma Lutheran School	2555 South Engler Avenue	Yuma	8	\$24,679.00
Atonement Lutheran School	4001 West Beardsley Road	Glendale	2	\$5,957.00
North Valley Christian Academy	33655 North 27th Drive	Phoenix	8	\$24,000.00

		Calculated Totals	0	\$0.00
Future Allocated Original Scholarships by School		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

		Calculated Totals	0	\$0.00
Prior Year Refunded Original Scholarships by School (scholarships awarded in prior fiscal year but refunded in this fiscal year)		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

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					Page 2 Totals:	19	\$67,203.00
					This Page Totals:	19	\$67,203.00
Switcher Scholarships by School					July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships			
Dream City Christian School (pka Joy Christian School)	21000 North 75th Avenue	Glendale	2	\$8,000.00			
Trinity Lutheran School	830 Plaza Circle	Litchfield Park	2	\$8,000.00			
Yuma Lutheran School	2555 South Engler Avenue	Yuma	10	\$33,332.00			
Atonement Lutheran School	4001 West Beardsley Road	Glendale	2	\$5,871.00			
North Valley Christian Academy	33655 North 27th Drive	Phoenix	3	\$12,000.00			

Skip this section! (You answered 'No' in the Questionnaire)

		Calculated Totals	0	\$0.00
Future Allocated Switcher Scholarships by School		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

Skip this section! (You answered 'No' in the Questionnaire)

		Calculated Totals	0	\$0.00
Prior Year Refunded Switcher Scholarships by School (scholarships awarded in prior fiscal year but refunded in this fiscal year)		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

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		Page 2 Totals:	0	\$0.00
		This Page Totals:	0	\$0.00
LI Scholarships by School		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

N/A

Skip this section! (You answered 'No' in the Questionnaire)

		Calculated Totals	0	\$0.00
Future Allocated LI Scholarships by School		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

Skip this section! (You answered 'No' in the Questionnaire)

		Calculated Totals	0	\$0.00
Prior Year Refunded LI Scholarships by School (scholarships awarded in prior fiscal year but refunded in this fiscal year)		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

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					Page 2 Totals:	0	\$0.00
					This Page Totals:	0	\$0.00
DD Scholarships by School					July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships			

N/A

Skip this section! (You answered 'No' in the Questionnaire)

		Calculated Totals	0	\$0.00
Future Allocated DD Scholarships by School		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

Skip this section! (You answered 'No' in the Questionnaire)

		Calculated Totals	0	\$0.00
Prior Year Refunded DD Scholarships by School (scholarships awarded in prior fiscal year but refunded in this fiscal year)		July 1 - June 30		
School Name	School Address	City	Net # of Scholarships	Net \$ Amount of Scholarships

Expecting transfer information (based on Questionnaire) for...

Original	No
Switcher	No
Low Income	No
Disabled/Displaced	No

Good news! Based on responses in the Questionnaire, no information needs to be provided on this page. Please continue to the next page.

Instructions

- 1 Under the 'Program' field, enter O for Original, S for Switcher, L for Low Income, or D for Disabled/Displaced
- 2 For 'Transfer Amount' field, enter the dollar amount transferred for the program
- 3 For the 'Sent or Received' field, either enter 'Sent' the transfer was outgoing to a different STO or 'Received' if the transfer was incoming from another STO
- 4 Enter the name of the other STO in the 'Name of other STO' field
- 5 Enter a brief note for the reason of the transfer in the 'Reason for Transfer' field

Program (O, S, L, D)	Transfer Amount (\$)	Sent or Received	Name of other STO	Reason for Transfer
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Lutheran Education Foundation, Inc. — FY2018/2019 STO Annual Report Workbook

Enter "N/A" in the cell below if the STO had no paid employees in FY19

N/A

Since you have affirmed the STO had no employees in FY19, please disregard the table below and continue to the next page.

Instructions

Enter the name, title, and annual salary for the top 3 highest paid employees at the STO.

Employee Name	Job Title at STO	Annual Salary at STO (\$)

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Please provide the URL on the STO's website that contains the UPDATED poverty \$ and % information (or 'N/A' if STO has no website):

<http://www.lefsto.com/DonateNow.html>

The items listed under 'Deliverable' below must be mailed to ADOR for compliance with State STO statutes.

MAILED to

PO Box Below? (Yes/No)	Deliverable	If "No", please explain the delay below:
Yes	Audit or Review engagement letter	
Yes	if Review: agreed-upon-procedure letter	
Yes	Basis for awarding scholarships (all programs)	
Yes	Scholarship applications	
Yes	Solicitation brochures	

PO Box Address:

Arizona Department of Revenue
 Office of Economic Reseach & Analysis
 PO Box 29099
 Phoenix, AZ 85038

THIS IS THE FINAL PAGE OF THE FY19 ANNUAL REPORT WORKBOOK. PLEASE REVIEW YOUR WORKBOOK FOR ACCURACY.
 IF YOU HAVE FULLY AND ACCURATELY COMPLETED THIS WORKBOOK, PLEASE **SAVE AS**
"[STO NAME] FY19 STO annual report"
 REPLACING [STO NAME] WITH THE NAME OF YOUR STO.
 SAVE A COPY FOR YOUR RECORDS AND ATTACH AND SEND A COPY VIA EMAIL TO DOROERA@AZDOR.GOV.